



CENTRALIZED ACCOUNTING & PAYROLL/PERSONNEL SYSTEM

CAPPS Desk Aid

Candidates – Creating and Maintaining Your Account

Note: This Desk Aid was written to the specifications of CAPPS Central agency modules and may not reflect the unique process variations implemented by individual or non-Central agencies.

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Candidates – Creating and Maintaining Your Account

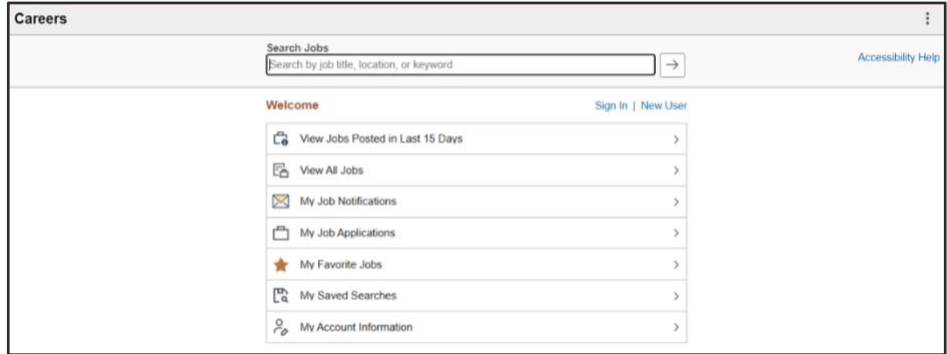
Overview

This desk aid provides guidance for the process of creating and managing an applicant’s user account in Candidate Gateway within CAPPS Recruit.

Navigating to the CAPPS Career Site

Open the CAPPS Careers homepage.

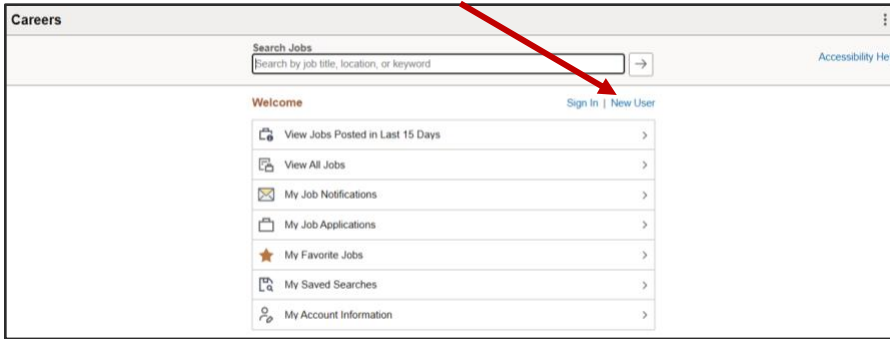
The dashboard-style page provides links for job searching, managing account information and performing additional tasks.



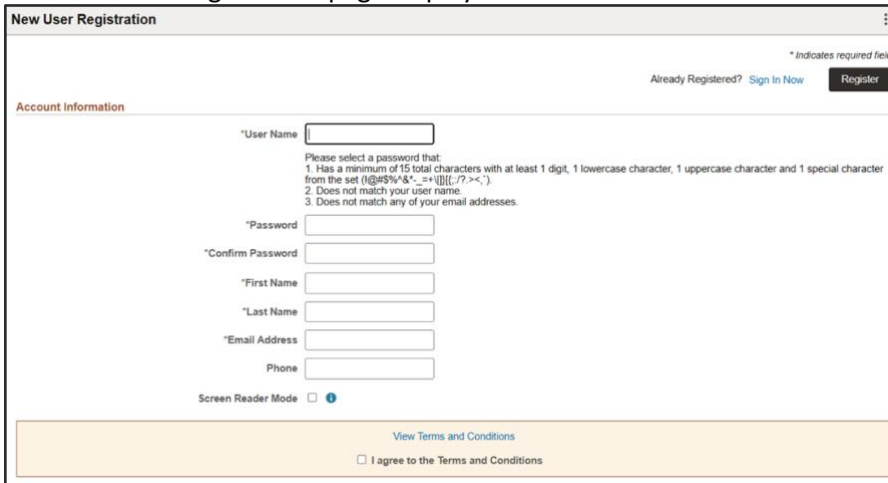
Registering as a New User

To register as a new user (applicant):

1. Select **New User**.



The New User Registration page displays.



2. Enter your **USER NAME** .

Note: The **USER NAME** is a unique value that serves as the ID the applicant uses to sign in once registration is completed.

It can be the same text as an email address or a different text value that is easy to remember.

3. Enter/create a **PASSWORD** with a minimum of 15 characters with at least one digit, one lowercase character, one uppercase character and one special character (such as: !@#\$%^&* - _ = + \ | } { ; : / ? . > < , ') .

Note: The password must not match your **USER NAME** or any of your email addresses.

4. Confirm/re-enter the **PASSWORD**.

5. Enter your **FIRST NAME**.

6. Enter your **LAST NAME**.

7. Enter your **EMAIL ADDRESS**.

Note: The entry in this field must be a valid email address that the applicant can access.

8. Enter your **PHONE number (optional)**.

9. Select the **SCREEN READER MODE** checkbox to enable this feature (optional).

10. Select **View Terms and Conditions** to review details that pertain to using a state of Texas computer application.

11. Select the **I AGREE TO THE TERMS AND CONDITIONS** checkbox to proceed.

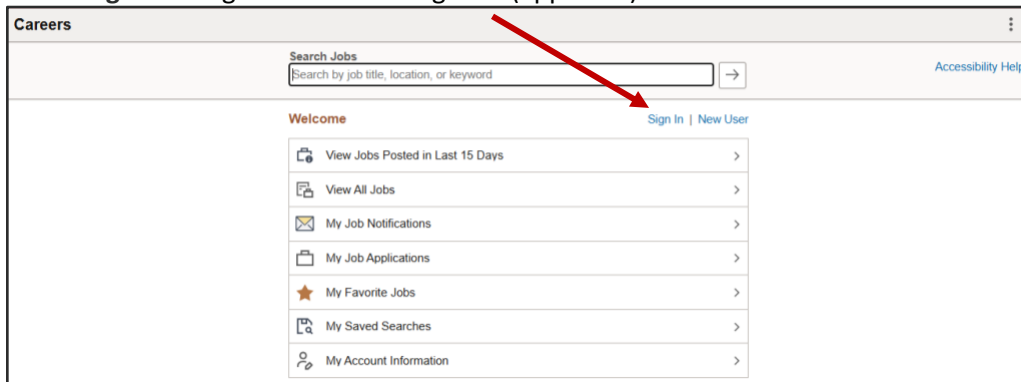
12. Select **Register**.

The system records the provided data and creates a user account for the applicant in the Candidate Gateway. A confirmation message appears at the top of the page, indicating that registration was successful.

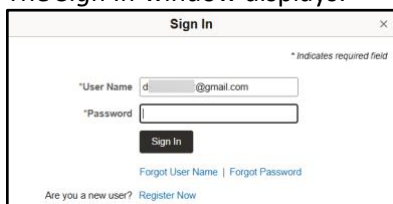
Signing in as an Existing User

To access an existing user account:

1. Select **Sign In** to sign in as an existing user (applicant).



The **Sign In** window displays.



2. Enter your **USER NAME**.
3. Enter your **PASSWORD**.
4. Select **Sign In**.

Forgot User Name

To recover a forgotten (applicant) **USER NAME**:

1. Select **Forgot User Name** on the *Sign In* window.

The screenshot shows a 'Sign In' window with the following elements:

- Header: Sign In
- Text: * Indicates required field
- Form fields: *User Name (containing 'd@gmail.com'), *Password
- Buttons: Sign In
- Links: Forgot User Name | Forgot Password
- Text: Are you a new user? Register Now

 A red arrow points to the 'Forgot User Name' link.

The *Forgot User Name* window displays.

The screenshot shows a 'Forgot User Name' window with the following elements:

- Header: Forgot User Name
- Text: Your user name will be sent to the primary email address you have on file with us.
- Form field: *Primary Email Address
- Button: Email User Name

2. Enter the primary email address used to register the applicant’s account.
3. Select **Email User Name**.

Note: The system verifies the submitted email address belongs to a registered applicant and sends the associated **USER NAME** to that email address.

Forgot Password

To recover a forgotten (applicant) **PASSWORD**:

1. Select **Forgot Password** in the *Sign In* window.

The screenshot shows a 'Sign In' window with the following elements:

- Header: Sign In
- Text: * Indicates required field
- Form fields: *User Name (containing 'd@gmail.com'), *Password
- Buttons: Sign In
- Links: Forgot User Name | **Forgot Password**
- Text: Are you a new user? Register Now

2. Select **Forgot Password**.
The *Forgot Password* window displays.

The screenshot shows a 'Forgot Password' window with the following elements:

- Header: Forgot Password
- Text: Please enter your User Name. Your new password will be sent to the primary email address you have on file with us.
- Form field: *User Name (containing 'd@gmail.com')
- Button: Email New Password

3. Enter the primary email address used to register the applicant’s account.
4. Select **Email New Password**.

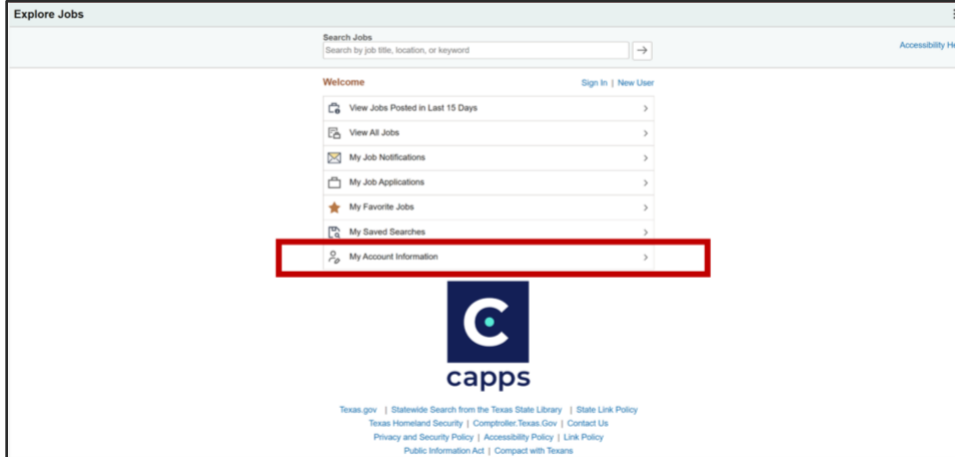
Note: The system verifies whether the submitted email address is associated with a registered applicant and sends a new temporary **PASSWORD** to that address.

5. Enter the **USER NAME** and the temporary **PASSWORD** to sign in. The system prompts you to update the temporary **PASSWORD**.
6. Enter a new **PASSWORD**.
7. Save the updated **PASSWORD** in a secure location.

Managing *My Account Information*

To review and update your (applicant) account information:

1. Sign in on the *CAPPS Careers* account.
2. Select **My Account Information** on the *CAPPS Careers* homepage.



The *My Account Information* page displays.

The screenshot shows the 'My Account Information' page. At the top, there is a 'Save' button and a note: 'You can update your name, address, phone number and email here. Changes made to your contact details on this page will be updated on all of the jobs you have applied to.' Below this, there are several sections: 'Account Settings' with fields for 'User Name' (d...@gmail.com) and 'Contact Method' (Not Specified); 'Name' with fields for 'Name Prefix', 'First Name', 'Middle Name', 'Last Name', and 'Name Suffix'; 'Address' with fields for 'Country' (United States), 'Address 1', 'Address 2', 'City' (Austin), 'State' (Texas), and 'Postal' (78701); 'Email (Required)' with a table showing one email address (d...@gmail.com) with 'Home' type and 'No' primary status; and 'Phone' with a table showing one phone number with 'Home' type and 'Yes' primary status.

3. Review and edit CONTACT METHOD if needed by selecting from the options in the dropdown menu:
 - Not Specified
 - Email (*recommended*)
 - Mail
 - Phone
 - (blank)
4. Select **Change Password** to change the current password.

5. Select the **SCREEN READER MODE** checkbox to enable this mode (optional).
6. Review (and edit, if necessary) the **NAME PREFIX**.
7. Review (and edit, if necessary) the **FIRST NAME**.
8. Review (and edit, if necessary) the **MIDDLE NAME**.
9. Review (and edit, if necessary) the **LAST NAME**.
10. Review (and edit, if necessary) the **NAME SUFFIX**.
11. Review (and edit, if necessary) the **COUNTRY**.
12. Review (and edit, if necessary) the **ADDRESS 1**.
13. Review (and edit, if necessary) the **ADDRESS 2**.
14. Review (and edit, if necessary) the **CITY**.
15. Review (and edit, if necessary) the **STATE**.
16. Review (and edit, if necessary) the **POSTAL (ZIP code)**.
17. Review (and edit, if necessary) the **EMAIL**.

Note: Select the plus (+) icon in the **EMAIL** section to add another email address.

18. Review (and edit, if necessary) the **PHONE**.

Note: Select the plus (+) icon in the **PHONE** section to add another phone number.

19. Select **Save**.

View Jobs

The *Search Jobs* page displays available job openings and is organized into several sections to help applicants find open jobs. The left menu contains filtering options (known as facets) that let users narrow their search by:

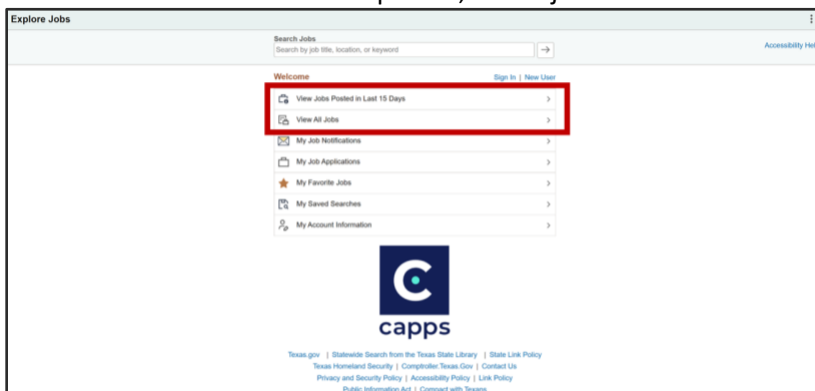
- Location – Cities with job openings and a count of job openings per city (select one or more cities).
- Department – Job openings available for a particular department.
- Job Family – Job families referenced in the job openings and a count/number of openings for each job family.
- Job Posted In – Open jobs by posting year.

To view job postings, access the *CAPPS Careers* homepage and select **Search Jobs**.

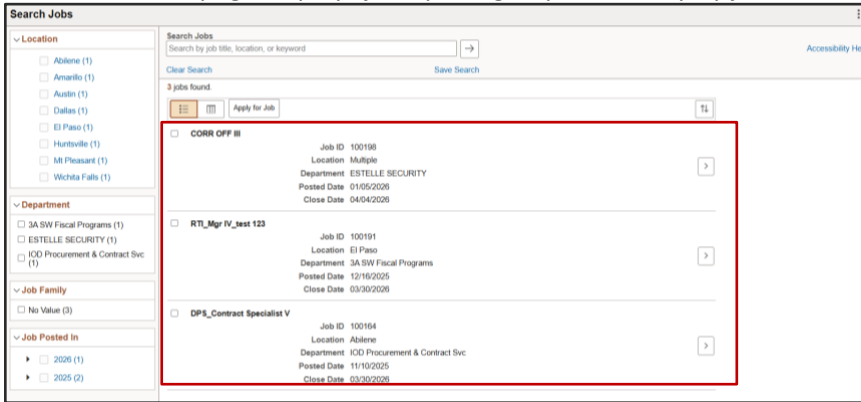
1. Select **View Jobs Posted in Last 15 Days** to view job openings that have posted within the last 15 days.

–or–

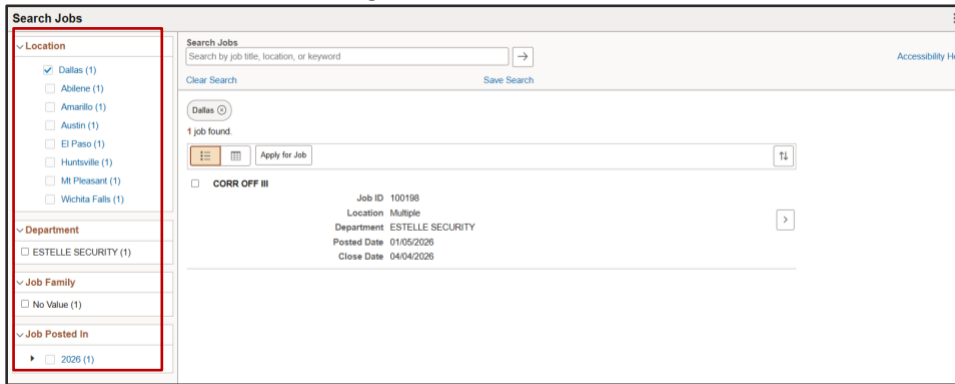
Select **View All Jobs** to view all posted, active jobs.



The *Search Jobs* page displays job openings alphabetically by job title.

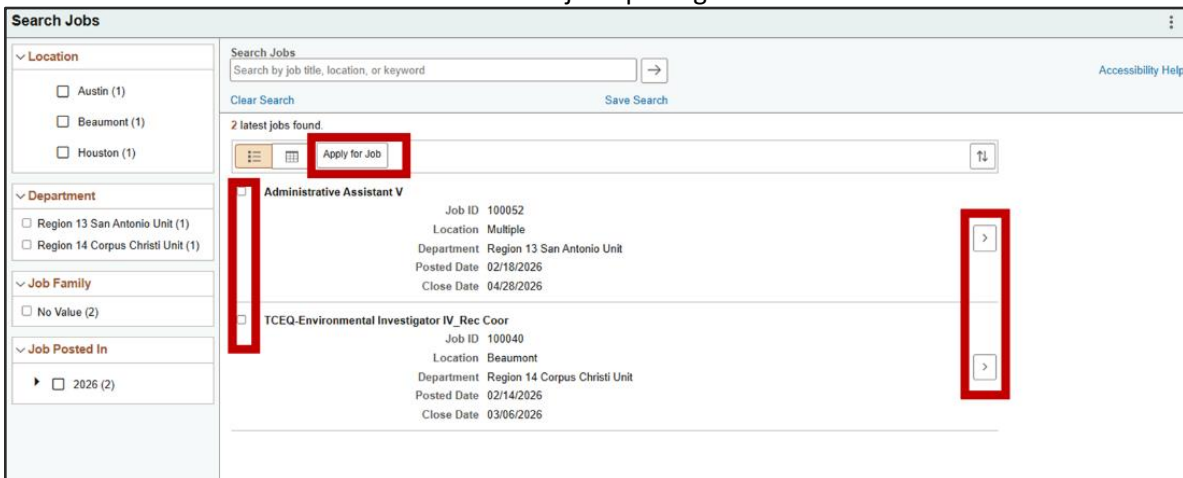


2. Select from the various filtering facets in the left menu.



The list of jobs narrows based on the applied facets.

3. Enter search terms and keywords in the SEARCH JOBS field.
4. Select the **arrow** (on the right of the SEARCH JOBS field) to display a list of job openings containing the entered search terms and keywords.
5. Select the **checkbox** on the left of one or more job opening titles.



6. Select **Apply for Job**.
 –or–
 Select the **right arrow** to the right of an individual job opening.

My Job Notifications

My Job Notifications

My Job Offers

Job Title	Job ID	Status	Location	Offer Date	Expiration Date
Financial Analyst II	100142	Viewed	Austin,Dallas,Fort Worth,Amari	10/01/2025	10/03/2025

My Notifications

Subject	Status	Date Received
You have a job offer: Financial Analyst II (Job ID 100142)	New	10/02/2025 9:16AM
You are invited to apply for a job: DPS_Contract Specialist V (Job ID 100164)	New	01/08/2026 4:12PM
You are invited to apply for a job: CORR OFF III (Job ID 100198)	New	01/26/2026 10:49AM
You have a Registration Confirmation notification	New	07/17/2025 12:10PM

The *CAPPS Careers* homepage gives applicants access to the *My Job Notifications* page where applicants can view:

- **My Job Offers** — applicant can complete, review or respond to job offers.
- **My Notifications** — notifications (as applicable) for each submitted job application.

Reviewing a Job Offer

Select a **Job Offer** from the list to display the offer and review its details.

Job Offer

Job Title: Financial Analyst II Offer ID: 1091
 Job ID: 100142 Offer Date: 10/01/2025
 Expiration Date: 10/03/2025

If you have any questions, contact your recruiter for assistance.

Step 1: Review Offer

Action Required	Type	Details
	Document	Offer Letter
	Document	Preboarding Forms

Step 2: Accept/Reject Offer

Comments:

I acknowledge that I have reviewed and understand the job offer details for the position listed.

Step 3: Return Documents

Attached File	Description	Date Attached	Date Sent
100142_..._i-9.pdf	100142_..._i-9.pdf	10/02/2025 9:43AM	

Step 4: Personal Data

After accepting the job offer, please take a few moment to provide us with some additional information about yourself. The information will be used to complete the process of entering you into our HR systems. Thank you.

National ID

Provide your primary national identification details. This information is collected as part of the Organization's pre-boarding process. It is required to complete this section.

Edit National ID : 304-99-9999

Driving License

Provide your Driving License details in the country the job is offered. This information is collected as part of the Organization's pre-boarding process.

Add Driving License

Date Of Birth

Provide your Date of Birth and Place of Birth details. This information is collected as part of the Organization's pre-boarding process. It is required to complete this section.

Edit Date Of Birth : 07/10/1982

The *Job Offer* page consists of several steps to perform:

Step 1: Review Offer

The *Review Offer* section lists all attachments related to the job, including the written job offer.

To review the written offer:

1. Select the document to review (located in the *Details* column).
The option to save (download) the document displays.
2. Save (download) the document to your workstation.
3. Navigate to and open the downloaded document.

Note: By default, the file saves to the \Downloads\ folder.

4. Review the document.

Note: The document is read-only.

Step 2: Accept/Reject Offer

To accept or reject an offer:

1. Enter comments in the **COMMENTS** box (optional).
2. Select either **Accept** or **Reject**.

Step 3: Return Documents

To return documents:

1. Upload a signed and scanned document (optional).
2. Upload an alternative document (optional) related to the nature of the offer (for example, a completed I9 form).

Step 4: Personal Data

The *Personal Data* section allows the applicant to provide personal data (if not already provided), such as:

- National ID
- Driver's license
- Date of birth

To provide personal data:

1. Select **Add/Edit National ID** to enter the Social Security number (SSN).
2. Select **Add/Edit Driving License** to enter the driver's license (optional unless the *Job Description* or recruiting team requests this).
3. Select **Add/Edit Date Of Birth** to enter or update the date of birth.

Note: The SSN and date of birth are required for the Hire transaction and for payroll purposes.

4. Select **Submit Personal Data** when finished entering the data.

My Job Applications

My Job Applications

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
	100103		Submitted	07/17/2025 12:38PM	07/17/2025 1:10PM		Withdraw >
	100158		Withdrawn	10/20/2025 10:47AM	10/20/2025 10:56AM	10/21/2025 10:56AM	
	100158		Submitted	10/21/2025 10:51AM	10/21/2025 1:28PM		Withdraw >
	100164		Submitted	11/21/2025 7:04AM	11/21/2025 7:06AM		Withdraw >
	100190		Withdrawn	01/05/2026 9:50AM	01/05/2026 10:01AM	01/25/2026 3:29PM	
	100202		Submitted	01/07/2026 3:08PM	01/07/2026 3:33PM		Withdraw >
	100190		Submitted	01/21/2026 4:40PM	01/26/2026 10:49AM		Withdraw >
	100142		Submitted	10/01/2025 10:16AM	10/01/2025 10:16AM		Withdraw >

My Resumes

Attached File	Job ID	Resume Title	Date Created
Test_Resume.pdf	Multiple	Test_Resume.pdf	07/17/2025 12:31PM
Test_Resume.pdf	100164	Test_Resume.pdf	07/17/2025 12:31PM
Test_Resume.pdf	100158	Test_Resume_CO.pdf	10/21/2025 10:53AM
Test_Resume.pdf	100202	100201 - Test_Resume.pdf	01/07/2026 3:09PM
Test_Resume.pdf	100190	Test_Resume - 100190.pdf	01/21/2026 5:01PM

My Cover Letters and Attachments

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Test_Cover_Letter.docx	Multiple	Test_Cover_Letter.docx	Cover Letters	07/17/2025 12:31PM

The *CAPPS Careers* homepage gives applicants access to the *My Job Applications* page where applicants can view:

- My Job Applications
- My Resumes
- My Cover Letters and Attachments
- Applications Acknowledgment

My Job Applications

The *My Job Applications* section provides a summary of the status of all submitted applications.

Job Title	Job ID	Location	Status	Date Created	Date Submitted	Date Withdrawn	Withdraw Application
	100103		Submitted	07/17/2025 12:38PM	07/17/2025 1:10PM		Withdraw >
	100158		Withdrawn	10/20/2025 10:47AM	10/20/2025 10:56AM	10/21/2025 10:56AM	
	100158		Submitted	10/21/2025 10:51AM	10/21/2025 1:28PM		Withdraw >
	100164		Submitted	11/21/2025 7:04AM	11/21/2025 7:06AM		Withdraw >
	100190		Withdrawn	01/05/2026 9:50AM	01/05/2026 10:01AM	01/25/2026 3:29PM	
	100202		Submitted	01/07/2026 3:08PM	01/07/2026 3:33PM		Withdraw >
	100190		Submitted	01/21/2026 4:40PM	01/26/2026 10:49AM		Withdraw >
	100142		Submitted	10/01/2025 10:16AM	10/01/2025 10:16AM		Withdraw >

To withdraw an application from a particular job opening:

1. Select **Withdraw** for the application to be withdrawn.

A warning message displays, prompting confirmation of the intention to withdraw from a job opening.

You are about to withdraw a submitted job application. This action cannot be undone. Do you want to continue?

2. Select **OK** to continue withdrawing an application.

–or–

Select **Cancel** to abandon the withdrawal.

Note: When a withdrawal is made, the application may be updated and the job opening reapplied to if it is still open to applications. Once an application is submitted, it cannot be updated by the applicant.

My Resumes

The *My Resumes* section lists all the applicant’s previously uploaded resume files.

Attached File	Job ID	Resume Title	Date Created
Test_Resume.pdf	Multiple	Test_Resume.pdf	07/17/2025 12:31PM
Test_Resume.pdf	100164	Test_Resume.pdf	07/17/2025 12:31PM
Test_Resume.pdf	100158	Test_Resume_CO.pdf	10/21/2025 10:52AM
Test_Resume.pdf	100202	100201 - Test_Resume.pdf	01/07/2026 3:09PM
Test_Resume.pdf	100158	Test_Resume - 100158.pdf	01/21/2026 5:01PM

Select an *Attached File* file name (hyperlink) to:

- Display the document
- Review the document
- or–
- Download the document

My Cover Letter and Attachments

The *My Cover Letter and Attachments* section lists all previously uploaded attachments.

Attached File	Job ID	Attachment Title	Attachment Type	Date Uploaded
Test_Cover_Letter.docx	Multiple	Test_Cover_Letter.docx	Cover Letters	07/17/2025 12:31PM
CPIA_Holidays_FY24.pdf	Multiple	Random Trophies and Curls	Requested Attachments	07/17/2025 12:36PM
Test_Cover_Letter.pdf	100158	Test_Cover_Letter.pdf	Cover Letters	10/21/2025 10:51AM
Test_Cover_Letter.docx	100202	Test_Cover_Letter.docx	Cover Letters	01/07/2026 3:09PM
Test_Transcript.txt	100202	Education Transcript	Transcripts	01/07/2026 3:10PM
Test_Cover_Letter.pdf	100158	Test_Cover_Letter.pdf	Cover Letters	01/25/2026 3:30PM
Test_Transcript.txt	100158	College Transcripts	Transcripts	01/25/2026 3:45PM

Select an *Attached File* file name (hyperlink) to:

- Review the document
- or–
- Download the document

Note: The file cannot be edited.

Additional Functionality on the Careers Homepage



The *CAPPS Careers* homepage gives applicants access to view:

- **My Favorite Jobs** – lists jobs that were marked as a favorite during a search in CAPPS of all available jobs.
- **My Saved Searches** – displays any searches the applicant saved.

Other Links

At the bottom of the *CAPPS Careers* homepage, several hyperlinks lead to additional Texas state government websites that provide further information about the state, its agencies and their operational mandates.



Select **Contact Us** to contact the CAPPS Help Desk.

Additional links are provided that may be helpful but are not supported by CAPPS.

Revision History

Date	Description of Change	Changed By
May 27, 2026	Initial release.	D. Stobee